

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Administrative Manual (BAM) and Training	REFERENCE NUMBER: 2006-008
DATE ISSUED: 02/27/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefit Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Training and the Benefits Administrative Manual (BAM).

Benefits Training Class

The Benefits Training Class is designed to assist all staff responsible for providing State employee benefits information. Class attendees are usually personnel transactions staff, attendance clerks, benefits coordinators, and other staff assisting the personnel office. We are scheduled to have three Benefits Training classes in 2006; April 11 - 13, August 1 - 3, and October 31 - November 2. These classes will be held at the Department of Corrections and Rehabilitation's Training Facility (previously the State Training Center) at 1515 S Street, North Building, Kern/Colorado Rooms from 8:15 a.m. to 4:30 p.m. each day. If you are interested in attending, please contact Sue Odom either by telephone at (916) 324-0521 or e-mail at sueodom@dpa.ca.gov. These classes fill up quickly and are limited to 50 attendees per class, so please indicate on your request your first, second, and third choice.

The Benefits Training Class is offered at no cost; however, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on state time. Once you have obtained the proper approvals, we simply ask that you e-mail or telephone Sue Odom to sign up for the class and your attendance will be confirmed via e-mail within one week of your request, with another notice e-mailed to you two weeks before class begins. If you are unable to attend the class, please notify Sue Odom at least 48 hours before the first day of the class, so that she can fill your spot with someone on the waiting list.

If you notify Sue before the class that you cannot attend, every attempt will be made to place you in another scheduled class; if you do not call and cancel, but fail to attend the class, your name will be placed at the bottom of the waiting list.

Approximately 11 presenters will provide an overview of 18 Benefit programs utilizing charts, PowerPoint, videos, forms and sample situations. During the 3-day class, you will receive the BAM, guides/charts, Web site resources, PMLs, and the Employee Quick Reference Guide. Our objectives are:

- to provide resources to explain all employee benefits to your departmental employees and respond to questions regarding employee benefits (health, dental, CoBen, COBRA, FlexElect, Worker's Compensation, EAP, Group Legal, Pre-Tax Parking, Merit Award, Savings Plus, etc.);
- to provide up-to-date information to departmental employees regarding benefits eligibility, cost, benefit choices, enrollment, and appeal process;
- to provide contact information for resolving problems related to benefits;
- to discuss how to handle benefit changes due to appointment status and family situation changes;
- to show how to recognize potential problem areas in benefits administration; and
- to introduce new technology to help simplify departmental personnel office processes.

Benefits Administration Manual

The BAM is a resource manual provided to class attendees. It provides important information to assist staff who are responsible for interpreting employee benefit information and processing forms. To enhance the support we provide to personnel staff, we will be providing the BAM on-line sometime before the end of 2006. Additional communication will be provided prior to the release date.

For more benefits information, visit our Web site at www.dpa.ca.gov under "Benefits".

/s/ Debbie Endsley

Debbie Endsley, Chief
Benefits Division